



NORRIDGE POLICE DEPARTMENT



Employee Warning Notice

Name: David Drwal Star #: 36 Date: November 7, 2017

TYPE OF VIOLATION				
Attendance	Carelessness	Insubordination	Late Arrival/Early Quit	
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment	Personal Business While on Duty	
Unsatisfactory Work Performance	Violations of Policy/Procedure	Motor Vehicle Crash	X	Missing a Court Date

Date of Violation: November 6, 2017 Time of Violation: 0900


DESCRIPTION OF VIOLATION:

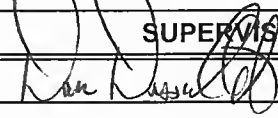
Officer Drwal missed a court date. The court date was the result of a subpoena. Officer Drwal did not contact the department or the State's Attorney for an excused absence in violation of Administrative General Order A-25 Court Appearance.

OFFICER'S STATEMENT:

☒ I agree with the above description ☐ I disagree with the above description

My reason is: _____

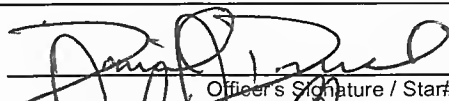
 36 11/08/2017
Officer's Signature Star # Date

ACTION TAKEN		DATE	SUPERVISOR NAME & STAR
X	Verbal Warning	11/07/17	
	Written Warning		
	Disciplinary Write-up		

CONSEQUENCES IF VIOLATION OCCURS AGAIN:

Per Department policy, a second violation within the next 12 months of the date of this violation will result in a Written Warning.

I have read and understand this warning;


Officer's Signature / Star #

11/8/17
Date

Supervisor Issuing Warning:


Supervisor's Signature / Star #

11/8/17
Date